

## PREFACE

This handbook was developed to provide information about the United States Department of Agriculture's (USDA) Food Distribution Programs as administered by the California Department of Education (CDE).

The handbook contains USDA and CDE's, policies, procedures, forms, and samples to assist you in administering state and federal donated food programs.

It was prepared by the Nutrition Services Division of the CDE, with funding from the USDA.

For further clarification about the information in this manual, consult the Code of Federal Regulations (CFR), or the California Education Code sections cited at the beginning of the chapters and lettered sections. This information is available on the Internet at the following addresses: Code of Federal Regulations – [www.gpo.gov](http://www.gpo.gov); California Education Code – [www.cde.ca.gov](http://www.cde.ca.gov).

## ***ACKNOWLEDGMENTS***

*The efforts of the Nutrition Services Division staff who have so diligently and graciously endured the innumerable rewrites, delays, and material demands are appreciated.*

*Any changes to text, errors, or suggested revisions should be sent to the attention of:*

*Peggy Tolley, Administrator  
Food Distribution Program Unit  
Nutrition Services Division  
1430 N Street, Suite 1500  
Sacramento, CA 95814*

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*"2003 Revisions"*



## ***NUTRITION SERVICES DIVISION***

### ***A. BACKGROUND***

America's child nutrition programs began in 1946 when Congress enacted the National School Lunch Act. Since then, the Act has been amended many times, and Congress also has enacted the Child Nutrition Act of 1966.

The laws were designed to help provide the nation's children with nutritious meals and at the same time to encourage the use of domestic agricultural commodities.

Although the basic intent has not changed, the number of programs and options -- and their complexity -- has grown markedly. In addition to federal programs, the California Legislature has enacted state-sponsored child nutrition programs to augment basic federal efforts.

Child nutrition programs are essential to the academic success of California's students. A child's food intake directly affects his or her capacity to learn. Access to nutritious food is essential to success in life, paving the way for lifelong health and well-being. For this reason, child nutrition programs are an integral part of California's educational reform effort

Combined totals for all programs indicate that approximately four million meals and supplements are served daily to California students and children in child care facilities.

Of this total, approximately 24 percent are meals served to children who pay the full cost, and 76 percent are meals served to children who pay reduced prices or are served free of charge.

### ***B. PROGRAMS***

The Nutrition Services Division (NSD) administers the following USDA and California nutrition programs:

- ***National School Lunch Program (NSLP)***. The oldest and by far the largest of the child nutrition programs, the NSLP provides funding to public, private and charter schools, and residential child care institutions for serving nutritious lunches to children from kindergarten through grade 12. Meals served must meet nutrition standards established under the 1995 School Meals Initiative, incorporating the Dietary guidelines for Americans, and Reference Daily Intakes for six major nutrients. A school breakfast and lunch combine to provide over half of the nutrients a child needs each day.

- ***School Breakfast Program (SBP).*** Congress established this program to aid children who went to school hungry each morning. It was begun as a program for children who traveled long distances to school, but it has since been made available to children in all public, nonprofit private and charter schools, and residential child care institutions.
- ***Special Milk Program (SMP).*** The Special Milk Program makes it possible for participating children to receive milk free or purchase it at a reasonable price. Some California schools that do not participate in other child nutrition programs take part in the Special Milk Program.
- ***Meal Supplements under National School Lunch Program (Snacks).*** The Snack component of the NSLP is a federal program to reimburse schools for providing nutrition snacks to children in after-school programs. Like all federal child nutrition programs, it is authorized by the USDA.

The above program requirements are in the *School Nutrition Programs Policy Handbook*, developed by the NSD of the California Department of Education (CDE). The Handbook is available through the CDE Press.

- ***Child and Adult Care Food Program (CACFP).*** This program serves children and adults in a variety of settings such as child care centers, family day care homes, Head Start centers, after-school programs, emergency shelters, and adult day care centers. The objective of the CACFP is to ensure that all eligible children and adults receive nutritious meals and snacks during the hours spent in care. Program requirements are detailed in the *California Child Care Food Program Sponsor Handbook*.
- ***CACFP At Risk After-School Snack Program.*** This program is similar to the NSLP Snack program. It is designed to provide nutritious after school snacks to school age children who participate in CACFP programs during after school hours, on holidays, and on weekends.
- ***Summer Food Service Program (SFSP).*** This program is designed to provide nutritious meals to children participating in eligible summer food service programs.
- ***Nutrition Education and Training Program (NET).*** This program provides federal grants to state agencies for food service and nutrition training of educators and food service workers and for nutrition education activities.

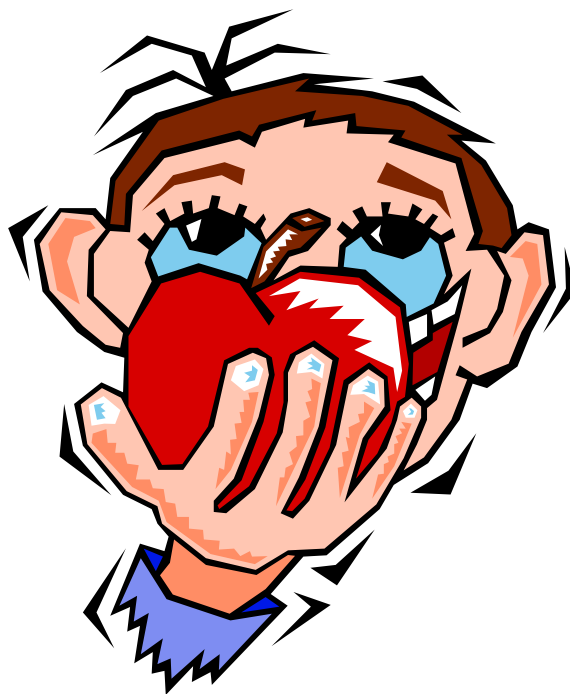
- **Food Distribution Program.** This program delivers food commodities purchased and donated by the USDA to eligible public and private nonprofit agencies in California.

School nutrition programs receive over 99 percent of commodities distributed in California. Sponsors incorporate these commodities into their menus in order to meet the nutrition standards, while controlling costs. Program requirements are detailed in this document, the *Commodity Administrative Manual*.

The NSD also administers the State Needy Meal Mandate which ensures that every California school child is offered at least one nutritious meal each day.

Public and private nonprofit schools, private nonprofit licensed residential child care institutions, adult day care centers, child care centers, family day care homes, and public and private nonprofit agencies are eligible to participate in one or more of these nutrition programs administered by the CDE. Rates of reimbursement for each of these programs are based on federal and state regulations. These rates are adjusted periodically.

Public and private nonprofit schools, private nonprofit residential child care institutions, and summer food service program sponsors are eligible to participate in the Food Distribution Program. Commodity assistance is determined by the U.S. Congress and is adjusted yearly.



### **C. NUTRITION SERVICES DIVISION MISSION STATEMENT**

The Nutrition Services Division provides leadership and support of nutrition services to enhance the health, well-being, development, and educational potential of California's children, adults, and families.

### **D. VISION STATEMENT**

Working with our partners, the Nutrition Services Division will lead the nation in providing exemplary nutrition programs and services.

### **E. CORE VALUES**

We value a work environment that promotes the practice of...Respect; Teamwork; Quality Customer Service; Integrity; Clear, open, honest, consistent, and effective communication; Program efficiency, effectiveness, and excellence; Health and well-being; Enhanced learning; Innovation, critical thinking, and risk-taking.

### **F. THE DIVISIONS STRATEGIC GOALS ARE:**

- *Increase organizational effectiveness and efficiency*
- *Improve access, quality and integrity of all programs and services, in line with the changes in child development, education, and business practices*
- *Provide effective communication internally and externally*
- *Improve and expand internal and external training and education*

### **G. FOOD DISTRIBUTION PROGRAM MISSION STATEMENT**

To order and designate the distribution of United States Department of Agriculture (USDA) commodities to eligible agencies in California, and to provide technical assistance and program guidance to those recipient agencies.

### **H. ADMINISTRATION**

The administration of child nutrition programs in California is a three-way partnership among the USDA, the CDE, and the local sponsoring agency. Each has an essential role to play in providing efficient, effective programs.

The NSD's major responsibility is to help agencies meet the nutritional needs of children from preschool through grade 12 and children and infants in child care programs. The NSD also is charged with helping to meet the nutritional needs of chronically impaired adults in adult day care centers.

To meet that charge, NSD develops programs, establishes and enforces policies, develops publications and other media information, and conducts workshops. These services are designed to help implement federal and state programs.

The NSD is administered by a director who is an assistant superintendent of public instruction appointed by the State Superintendent of Public Instruction. The NSD is divided into two sections: The Financial Management and Food Distribution Section and the Child Nutrition Programs Section

## **THE FINANCIAL MANAGEMENT AND FOOD DISTRIBUTION SECTION**

This section has six units:

- The Food Distribution Programs Unit (FDP) which has three sub-units:
  - The Pomona Distribution Center
  - The Sacramento Distribution Center
  - The Commodity Distribution Unit
- The Administrative Management Unit (AMU)
- The Resources and Information Management Unit (RIM)

Staff members in the FDP Units:

- Review and approve agreements for donated food distribution
- Conduct on-site reviews of food processing companies and cooperatives
- Provide training, workshops, and technical assistance to recipient agencies
- Monitor and ensure compliance with program regulations
- Order food from the USDA
- Prepare food offerings
- Manage warehousing activities

AMU staff provides:

- Internal administrative and management services for the Division. These include:
  - Preparing budgets, statistical reports, and contracts
  - Division personnel matters
  - Procurement

RIM unit staff:

- Coordinate phone calls and mail
- Track, record, and store information related to the programs administered by the NSD

## **CHILD NUTRITION PROGRAMS SECTION:**

This section has four units:

- The Compliance, Audit Resolution, and Management Assistance Unit (CARMA)
- The Program Resources, Education, and Policy Unit (PREP)
- The Program Integrity Unit (PIU)
- The Field Services Unit (FSU) which is divided into five regions:
  - Southern
  - Los Angeles
  - Central
  - Bay Area
  - Northern

The CARMA unit is responsible for:

- Working with auditors and responding to audit findings and recommendations
- Tracking Division action items and assignments
- Maintaining the Management Bulletin log
- Civil Rights coordination
- Maintaining NSD's section of the CDE web site

PREP staff are responsible for:

- Analyzing and distributing information about state and federal laws and regulations
- Monitoring and enforcing program regulations
- Developing systems for improving meal quality in child nutrition programs
- Developing and distributing curriculum for training child nutrition personnel
- Conducting education and training needs-assessments
- Developing implementation strategies
- Guiding, monitoring, and evaluating projects in an effort to create quality meal programs
- Providing a liaison with USDA and other state agencies

PIU is responsible for:

- Closing compliance reviews
- Developing policies and procedures and working with FSU and sponsoring agencies on noncompliance and agreement termination issues

FSU staff:

- Review and approve new and renewal agreements
- Provide technical assistance, and perform compliance reviews on sponsoring agencies